

**“AMERICANS WITH  
DISABILITIES ACT  
(ADA)”  
FORMS PACKET**



# **INSTRUCTION SHEET**

## **(For Court Users)**

### **Form MC-410**

## **REQUEST FOR ACCOMMODATIONS BY PERSONS WITH DISABILITIES AND RESPONSE**

**Per California Rules of Court (C.R.C.) 1.100**

### **KEEP THIS INSTRUCTION SHEET FOR REFERENCE**

- A. Please complete the attached form to request assistance during your visit to the Court. If you need help with the form, please ask court staff or call the ADA Coordinator at (619) 615-6368.

NOTE: Please provide your phone number and fax number (if available) in the applicant section of the "Request for Accommodations" form to allow staff to contact you if there are any questions.

- B. Submit the completed form to staff in the courtroom, at any public counter, or mail it to the address below. You should give the Court as much notice as possible, generally and preferably at least five days, to allow time for the Court to respond to your requested need for accommodation. Allow extra time if your request is mailed.

**San Diego Superior Court  
Attention: ADA Coordinator  
Post Office Box 120128  
San Diego, CA 92112-0128**

If you are running short of time, your request may be faxed to the ADA Coordinator at (619) 685-6537

- C. If you are unsure about the status of your request, please call the ADA Coordinator at the phone number listed above.
- D. If your request is denied, you may seek review of the denial as provided in California Rule of Court, Rule 1.100(g)(2).



# APPLICANT'S INFORMATION TO BE KEPT CONFIDENTIAL

MC-410

<b>APPLICANT (name):</b> APPLICANT is <input type="checkbox"/> Witness <input type="checkbox"/> Juror <input type="checkbox"/> Attorney <input type="checkbox"/> Party <input type="checkbox"/> Other (Specify) Person submitting request (name): APPLICANT'S ADDRESS:  TELEPHONE NO.:		<b>FOR COURT USE ONLY</b>
<b>NAME OF COURT:</b> STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:		
JUDGE:		
CASE TITLE		DEPARTMENT:
<b>REQUEST FOR ACCOMMODATIONS BY PERSONS WITH DISABILITIES AND RESPONSE</b>		CASE NUMBER:

**Applicant requests accommodation under rule 1.100 of the California Rules of Court, as follows:**

1. Type of proceeding: ☐ Criminal ☐ Civil
2. Proceedings to be covered (for example, bail hearing, preliminary hearing, trial, sentencing hearing, family, probate, juvenile):
3. Date or dates needed (specify):
4. Impairment necessitating accommodation (specify):
5. Type or types of accommodation requested (specify):
6. Special requests or anticipated problems (specify):

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date:

	▶	
(TYPE OR PRINT NAME)		(SIGNATURE)

## RESPONSE

The accommodation request is **GRANTED** and the court will provide the

- ☐ requested accommodation, in whole  
☐ requested accommodation, in part (specify below):  
☐ alternative accommodation (specify below):

For the following duration:

- ☐ For the above matter or appearance  
☐ From (dates): to  
☐ Indefinite period

Date:

	▶	
(TYPE OR PRINT NAME)		(SIGNATURE)
		<input type="checkbox"/> SIGNATURE FOLLOWS THE LAST PAGE OF THE RESPONSE.



# California Rules of Court

## **Rule 1.100. Requests for accommodations by persons with disabilities**

*(Subd (a) repealed effective January 1, 2007; previously amended effective January 1, 2006.)*

### **(a) Definitions**

As used in this rule:

- (1) "Persons with disabilities" means individuals covered by California Civil Code section 51 et seq.; the Americans With Disabilities Act of 1990 (42 U.S.C. §12101 et seq.); or other applicable state and federal laws. This definition includes persons who have a physical or mental impairment that limits one or more of the major life activities, have a record of such an impairment, or are regarded as having such an impairment.
- (2) "Applicant" means any lawyer, party, witness, juror, or other person with an interest in attending any proceeding before any court of this state.
- (3) "Accommodations" means actions that result in court services, programs, or activities being readily accessible to and usable by persons with disabilities. Accommodations may include making reasonable modifications in policies, practices, and procedures; furnishing, at no charge, to persons with disabilities, auxiliary aids and services, equipment, devices, materials in alternative formats, readers, or certified interpreters for persons with hearing impairments; relocating services or programs to accessible facilities; or providing services at alternative sites. Although not required where other actions are effective in providing access to court services, programs, or activities, alteration of existing facilities by the responsible entity may be an accommodation.

*(Subd (a) amended and relettered effective January 1, 2007; adopted as subd (b) effective January 1, 1996; previously amended effective January 1, 2006.)*

### **(b) Policy**

It is the policy of the courts of this state to ensure that persons with disabilities have equal and full access to the judicial system. To ensure access to the courts for persons with disabilities, each superior and appellate court must delegate at least one person to be the ADA coordinator, also known as the access coordinator, or designee to address requests for accommodations. This rule is not intended to impose limitations or to invalidate the remedies, rights, and procedures accorded to persons with disabilities under state or federal law.

*(Subd (b) adopted effective January 1, 2007.)*

### **(c) Process for requesting accommodations**

The process for requesting accommodations is as follows:

- (1) Requests for accommodations under this rule may be presented ex parte on a form approved by the Judicial Council, in another written format, or orally. Requests must be forwarded to the ADA coordinator, also known as the access coordinator, or designee, within the time frame provided in (c)(3).
- (2) Requests for accommodations must include a description of the accommodation sought, along with a statement of the impairment that necessitates the accommodation. The court, in its discretion, may require the applicant to provide additional information about the impairment.
- (3) Requests for accommodations must be made as far in advance as possible, and in any event must be made no fewer than 5 court days before the requested implementation date. The court may, in its discretion, waive this requirement.
- (4) The court must keep confidential all information of the applicant concerning the request for accommodation, unless confidentiality is waived in writing by the applicant or disclosure is required by law. The applicant's identity and

confidential information may not be disclosed to the public or to persons other than those involved in the accommodation process. Confidential information includes all medical information pertaining to the applicant, and all oral or written communication from the applicant concerning the request for accommodation.

*(Subd (c) amended effective January 1, 2007; previously amended effective January 1, 2006.)*

**(d) Permitted communication**

Communications under this rule must address only the accommodation requested by the applicant and must not address, in any manner, the subject matter or merits of the proceedings before the court.

*(Subd (d) amended effective January 1, 2006.)*

**(e) Response to accommodation request**

The court must respond to a request for accommodation as follows:

- (1) The court must consider, but is not limited by, California Civil Code section 51 et seq., the provisions of the Americans With Disabilities Act of 1990, and other applicable state and federal laws in determining whether to provide an accommodation or an appropriate alternative accommodation.
- (2) The court must inform the applicant in writing, as may be appropriate, and if applicable, in an alternative format, of the following:
  - (A) That the request for accommodation is granted or denied, in whole or in part, and if the request for accommodation is denied, the reason therefor; or that an alternative accommodation is granted;
  - (B) The nature of the accommodation to be provided, if any; and
  - (C) The duration of the accommodation to be provided.

*(Subd (e) amended effective January 1, 2007; previously amended effective January 1, 2006.)*

**(f) Denial of accommodation request**

A request for accommodation may be denied only when the court determines that:

- (1) The applicant has failed to satisfy the requirements of this rule;
- (2) The requested accommodation would create an undue financial or administrative burden on the court; or
- (3) The requested accommodation would fundamentally alter the nature of the service, program, or activity.

*(Subd (f) amended effective January 1, 2007; previously amended effective January 1, 2006.)*

**(g) Review procedure**

- (1) An applicant or any participant in the proceeding in which an accommodation request has been denied or granted may seek review of a determination made by nonjudicial court personnel within 10 days of the date of the response by submitting, in writing, a request for review to the presiding judge or designated judicial officer.
- (2) An applicant or any participant in the proceeding in which an accommodation request has been denied or granted may seek review of a determination made by a presiding judge or another judicial officer within 10 days of the date of the notice of determination by filing a petition for extraordinary relief in a court of superior jurisdiction.

*(Subd (g) amended effective January 1, 2006.)*



**(h) Duration of accommodations**

The accommodation by the court must be provided for the duration indicated in the response to the request for accommodation and must remain in effect for the period specified. The court may provide an accommodation for an indefinite period of time, for a limited period of time, or for a particular matter or appearance.

*(Subd (h) amended effective January 1, 2006)*

*Rule 1.100 amended and renumbered effective January 1, 2007; adopted as rule 989.3 effective January 1, 1996; previously amended effective January 1, 2006.*